



## Minutes of a meeting of the Personnel Committee held on 16 January 2024 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm

**Councillors Present:** Councillors D Budd (Chairman), K Critchley, K Green, L Kirk and C Turner

**Officer Present:** N Gray, Town Clerk and RFO

**P 041/24 Apologies for absence**

Apologies were received and accepted from Cllr M Russell and Cllr Z Gover

**P 042/24 Declarations of Interest**

There were no declarations of interest.

**P 043/24 Public participation time**

There were no members of the public present.

**P 044/24 Confirmation of the minutes of the meeting held on 28 November 2023**

The Minutes of the meeting held on 28 November 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 045/24 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 046/24 Any other items the Chairman deems urgent**

There were no items deemed urgent.

**P 047/24 Date of the next meeting**

The next meeting would be held on 19 March 2024 at 2.30pm.

**P 048/24 Confidential session**

**Resolved:** *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted*

**P 049/24 Staffing Matters**

The Clerk reported the successful completion of the CiLCA qualification by the Deputy Clerk in December and advised that, in accordance with the Deputy Clerk's contract, she should be increased by one SCP. This will take the Deputy Clerk from SCP 35 to SCP 36, which was the top of the band on which the Deputy Clerk was appointed.

Members expressed that their congratulations be passed on to the Deputy Clerk and to thank her for putting in the hard work to complete the qualification.

It was **RESOLVED** to increase the Deputy Clerk from SCP 35 to SCP 36 in accordance with the contractual agreement on completion of the CiLCA qualification, and this be dated from 1 January 2024.

The Clerk asked members to consider the appointment of a fourth Grounds Staff member due to the demands of the team and the workload increasing. Members

considered the matter at length and given the funds were allocated within the proposed budget, the post was agreed.

It was **RESOLVED** to recommend to Council to appoint a fourth Grounds Staff member on the same terms, conditions and pay (SCP 17) as existing Grounds Staff.

Members considered the recommendation to appoint a Museum Manager to the Council. It was felt that the Museum required full-time management in order to achieve the 3 East Street project, which could be completed with grant funding, but required a qualified individual to carry out the tasks as the Clerk and Deputy Clerk did not have capacity. The future of the Museum could be extremely valuable to both the Council and Wareham as a whole, if expanded and managed correctly.

It was **RESOLVED** to recommend to Council to appoint a Museum Manager on the Council's standard terms and conditions but with performance related restrictions in relation to the grant funding element of the post included, at a starting salary at SCP 15 which is £27,803 in the current 2024/25 financial year.

The meeting was closed.

Chairman ..... Date .....